



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Destruction of Certain Human Resources Records

**MEETING DATE:** Wednesday, April 16, 2003

**SUBMITTED BY:** Human Resources Director

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**RECOMMENDED ACTION:** That the City Council approve the destruction of the hereinafter listed City of Lodi records.

### BACKGROUND INFORMATION:

In accordance with Government Code, Section 34090, permission is requested to destroy the following obsolete City records:

1. Personnel employment records of separated full-time employees (over 5 years old).\*
2. Applications for employment from expired eligible lists (over 2 years old).
3. Examination files (over 5 years old).
4. General Liability files (over 5 years old).\*
5. Workers Compensation files (over 5 years old).\*

*\*Microfilm copy of records will be retained.*

**FUNDING:** None required.


Respectfully submitted,

  
Joanne M. Narloch, Human Resources Director

cc: City Attorney

Prepared By: Tina Pedersen, Administrative Secretary

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

RESOLUTION NO. 2003-64

A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING DESTRUCTION OF CERTAIN  
RECORDS RETAINED BY HUMAN RESOURCES

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Human Resources Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: April 16, 2003

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I hereby certify that Resolution No. 2003-64 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 16, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land,  
and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

EXHIBIT A

INVENTORY OF CERTAIN RECORDS RETAINED BY THE HUMAN  
RESOURCES DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT  
TO GOVERNMENT CODE SECTION 34090


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- 1.) Personnel employment records of separated full-time employees (over 5 years old).\*
  - 2.) Applications for employment from expired eligible lists (over 2 years old).
  - 3.) Examination files (over 5 years old).
  - 4.) General Liability files (over 5 years old).\*
  - 5.) Workers Compensation files (over 5 years).\*

\* Microfilm copy of records will be retained.

Dated: 4/10/03

  
\_\_\_\_\_  
JOANNE NARLOCH  
Human Resources Director

APPROVED FOR DESTRUCTION:

  
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RANDALL A. HAYS  
City Attorney  
City of Lodi

Dated: \_\_\_\_\_